# Request for Applications Template

Section I: Funding Opportunity Description

Section II: Award Information

Section III: Eligibility Information

1. Eligible Applicants
2. Cost Sharing or Match
3. Other

Section IV: Application and Submission Information

1. Address to Request Application Package
2. Application Forms and Content
3. Submission Dates and Times
4. Funding Restrictions
5. Other Submission Requirements

Section V: Application and Review Information

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

Section VI: Award Administration Information

1. Award Notices
2. Programmatic, Administrative and National Policy Requirements
3. Reporting
4. Payment

Section VII: DC Agency Contacts

**Section I: Funding Opportunity Description**.

This section identifies the program, its purpose, and its fundamental goals. Explain funding priorities and provide information on aspects that increase chances for funding, e.g., if collaboration between two or more entities is encouraged. If appropriate, in clued information on the program's history, including descriptions of previously funded successful projects. Information on federal and other sources of funding can be provided here.

**Section II: Award Information**.

Information typically provided would include total amount of funding to be awarded, anticipated number of awards, expected amount of individual awards (average or range), anticipated start dates and periods of performance. If both subgrants and contracts will be awarded under the announcement, that should be explained here.

**Section III: Eligibility Information.**

1. **Eligible Applicants.**

In many instances, funds are designated at the federal, local or foundation level for one or more specific recipient organization types. If application identify specific areas or groups of greatest need identify the target recipient audience in the application phase. In any case, remember that the nature and types of projects to funded is the most important factor in targeting a request for applications.

2. **Cost Sharing or Match**

If there are cost-sharing requirements, identify them here. Include the statutory citation if applicable.

3. **Other.**

In this section, explain any additional criteria that might make an entity ineligible to apply, e.g., an entity delinquent on federal or state debts may not apply. Also explain any restrictions on program beneficiaries that might make an entity ineligible.

**Section IV: Application and Submission Information.**

1. **Address to Request Application Package:**

Applicants should be provided with a web address where the application package is posted, a phone number to call and request the package, and/or a regular mailing address to write to and request the package.

2. **Application Forms and Content:**

This section should list any required forms and formatting requirements for narrative elements, as well as specify the content (or limits on content).

3. **Submission Dates and Location:**

Note due date and time, including time zone, if applicable. Explain: what will happen if application is received late; how agency/office will determine whether an application is received on time, e.g., US postmark, date stamp by agency/office; and provide an exact location for submission delivery.

4. **Funding Restrictions:**

This section should include information on allowable activities, limits on direct and indirect costs.

5. **Other Submission Requirement:**

This section explains whether submission may or may not be hard copy or electronic format, in addition to any other information on submission not covered elsewhere in the section.

**Section V: Application Review Information.**

1. **Criteria:**

Spell out the criteria that applications will be measured against and identify any weights assigned to those criteria.

2. **Review and Selection Process:**

Make the process as transparent to applicants as possible by describing how their proposal will be reviewed and selected. Providing this information will reduce the number of questions and inquires during and after the review process.

3. **Anticipated Announcement and Award Dates:**

Usually subaward dates are determined by the expected date of federal or other major funding.

**Section VI: Award Administration Information.**

1. **Award Notices:**

Explain what a successful applicant should expect upon selection. Be clear about what the award notice means, e.g., can recipient begin the project and start drawing down funds as soon as they sign and return, or is a second notice required before proceeding? This section should also explain the process for notifying unsuccessful applicants.

2. **Programmatic, Administrative, and National Policy Requirements:**

Include a list of applicable federal, state, and local requirements that will impact recipients' projects either programmatically or administratively. This notification of compliance requirements allows applicants to better estimate costs and determine whether the compliance burden would preclude them from successfully completing their project.

3. **Reporting:**

Explain the type and frequency of reporting requirements. If reports other than standard financial and progress reports will be required. Special requirements should be explained in this section. When establishing reporting parameters, ensure that they unite with pass-through responsibilities to the awarding agency.

4. **Payment:**

Federal government expects pass-through entities to pay their sub-recipients in advance, in accordance with A-102 §_.21(c) ('subgrantees shall be paid in advance, provided they maintain or demonstrate willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and their disbursement by the ….subgrantee") and 2 CFR 215.22(b) (language similar to A-102, with the additional provision that they maintain "financial management systems that meet the standards for fund control and accountability as established in §215.21.")

Despite this requirement, pass-through entities do not pay subrecipients in advance. Information on how and when subgrant payments are made should be included in the RFA so that applicants can determine whether their project is financially viable. Particularly for small nonprofits receiving subgrant funds only after expenditures are made and a payment request has been submitted can prove difficult.

**Section VII: Pass-through Entity Contact(s).**

Provide email, phone, fax and mailing address information for at least one person knowledgeable about the program and the specific request for applications.